

# CULTURAL ARTS CENTER

## Event Rental Information

620 Greensboro Avenue  
Tuscaloosa, AL 35401

Sheriah Gibson, Venue Manager  
(205) 758-5195 extension 4  
[cac@tuscarts.org](mailto:cac@tuscarts.org)  
Effective March 1, 2019

Brought to you by  
**THE ARTS COUNCIL**

# Table of Contents

Rental Rates..... 3

On-Site Equipment..... 4

Capacity ..... 4

    Receptions/Private Events .....5

    Performances.....5

General Conduct & Equipment Policy ..... 5

    Decorations.....5

    Getaways.....5

Safety..... 6

    Engress, Ingress, Thoroughfares.....6

    First Aid & Fire Safety Policy .....6

    Security Policy .....6

Parking..... 6

Cancellations..... 6

Catering..... 7

Alcohol ..... 7/8

CAC Providers Contact Information ..... 9

# Rental Rates

- All venue rentals are subject to availability of the facility and resources needed to host the event. Priority is given to cultural and artistic events, and activities that contribute to the advancement of information and education to the public and participants.
- The Arts Council observes annual blackout dates during late December – January.
- A deposit of 50% of the rental rate is due to secure an event date. The remaining balance is due 30 days prior to the event date. Payments can be paid via check or cash.
- Rental period is from arrival to departure including complete setup and breakdown.
- **The University of Alabama and Arts Council Galleries are not part of the rental space and must remain closed during all events – no exceptions.**

	Rate	Period	Recommended Time Allocation	Additional Hours
<b>DWCAC Day Use Rental</b> ( Monday – Thursday ) *Pricing does not include required event liability insurance and security.	\$750	4 hours	1 hour setup 2 hour event 1 hour breakdown	\$150 per hour
<b>DWCAC Weekend Rental</b> ( Friday – Sunday ) *Pricing does not include required event liability insurance and security.	\$1,250	6 hours	2 hour setup 3 hour event 1 hour breakdown	
<b>Events Past Midnight</b>  Events past midnight are subject to approval by the CAC Manager.				

*Estimated costs of required event liability insurance & security are discussed further in the event rental information packet.*

# On-Site Equipment

**Tables** (Linens are not included – sizes are listed for reference)

- (25) Round tables, 48" (seats 6-7 guests) – linen size to the floor is 108"
- (5) Rectangular tables, 72" (6 foot tables) – linen size to the floor is 90" x 132"
- (5) Rectangular tables, 96" (8 foot tables) – linen size to the floor is 90" x 156"
- (6) Pub/Bistro tables, 30" round top, 42" height – linen size to the floor is 120"

## Chairs

- (250) Black padded folding chairs

## Audio Visual Equipment

- No audio/visual or projector equipment is available for rent. A screen is available upon request.
- Black Box Theatre and Grand Hall feature round fluorescent light fixtures that can be set to full or half. There is no dimmer.
- Lighting is adequate for the venue but limited with no dimmer system. Supplemental lighting can be brought in and free standing lighting is approved. Any lighting brought in to be hung on the rigging lines and must be approved in advance and installed by an insured lighting and sound provider.
- Marque lights will not be turned on during rain or windy weather.

## Catering Prep Kitchen

All events who wish to utilize the catering kitchen must notify CAC Manager no later than 60 days prior to the event. No cooking can be conducted on-site.

- Ice machine
- Industrial sink
- Two hot box proofers/heated cabinets
- One refrigerator
- One freezer

# Capacity

## Receptions/Private Events

- 150 guests can be seated comfortably at tables with room for a buffet and dance floor
- 175+ guests requires some guests mingling, without a seat for each guest
- 250 guests is the max capacity and requires guests mingling with limited tables and chairs
- Renter is responsible for monitoring head count during event, RSVP events are preferred.

## 2 Performance Locations:

### (1) Black Box Theatre or (2) Use of the rear Grand Hall in front of offices

- Seats up to 100 guests in the Grand Hall with a view of the Black Box Theatre
- Up to 150 guests can be seated in the Grand Hall with a view of a performance area
- 50 additional guests could be seated in the Black Box facing the office area

## General Conduct & Equipment Policies

- Use of tables and chairs is included in all rental rates. Setup and breakdown of tables and chairs are NOT provided by the venue. It is the renter's responsibility to arrange setup and breakdown. All items must be returned to their original location prior to rental time.
  - Optional set up fee or breakdown fee available for clients. Pricing will be evaluated based on renter set up requirements. Renter must notify CAC Manager no later than 60 days prior to the event. Subject to availability.
- Garbage receptacles are located throughout the venue and included in all rental rates. Clean up and trash disposal are included in the rate. Clients who utilize cardboard boxes and other shipping parcels for packaging of items must arrange disposal or recycling of all boxes through outside source.
- At no time should the client and vendors be permitted to handle or use CAC equipment without the permission of the Manager on duty.
- Smoking is NOT permitted inside the venue or within 30 feet of all entrances and exits. *This includes e-cigarettes, vapes, and similar products.*
- Recording and flash photography are prohibited during performances.
- No gum is allowed in the venue.
- All children must be attended at all times.
- Treat the historic venue with respect.
- The Arts Council is not responsible for any items left unattended within the venue. Lost and found items will remain in the venue (if found) for a consecutive 5 business day period. Items must be recovered within that time and picked up by owner.
- Animals are allowed or prohibited in all areas, except dogs assisting persons with disabilities.

### Decorations

Each client is required to submit decoration plans for approval no later than 60 days prior to event.

- No helium balloons may be used inside the venue.
- No scotch tape may be used on any surface in the venue.
- Painter's tape or masking tape may be used, but not on painted surfaces.
- No nailing or putting holes in any surface in the venue.
- No painting or spray painting in the venue or on the sidewalk outside the venue.
- No lights or decorations can be hung from any ceiling in the venue.
- No glitter or confetti may be used inside or outside the venue.
- No bubbles may be used in the venue.
- An Arts Council staff member can take down art on the interior rotating walls during the rental period, but not in advance. The hanging of renter art or decorations on the walls must be approved in advance by the CAC Manager.
- Linens and other décor accents are not provided by the venue.

### Getaways

- Getaway items must be approved in advance by the CAC Manager. If the renter intends to use sparklers, they must provide a container with sand to dispose of spent sparklers.
- Prohibited getaway items: rice, birdseed, popcorn, glitter, confetti.

## Safety

The renter will comply with all laws, orders, rules, fire codes, and regulations of federal, state, county, and municipal authorities. The renter will also comply with all policies and procedures for the use of the Cultural Arts Center as set out by the Arts Council.

### **Egress, Ingress, and Thoroughfares**

- All modes of egress and ingress including signage must be kept clear and free of drapery and other décor accents at all times.

### **First Aid Policy**

- Renter is responsible for supplying a first aid kit for the event.
- The Arts Council is not responsible for ambulance, doctor or hospital expenses.

### **Fire Safety Policy**

- Use of candles in the venue must be approved in advance by the CAC Manager.
- Candles must be in glass containers at least 6 inches in the vase.
- No candles are allowed in the Black Box Theatre. Avoid curtains.
- Unity candles for weddings are approved. Flameless, battery-powered candles are preferred.
- Fire extinguishers, sprinklers, fire hose cabinets, & fire alarms may not be covered or blocked at any time.

### **Security Policy**

- The Venue Manager will arrange security for events at which alcohol is served, as security is required for such events. Security personnel rate is \$30/hour per officer for a 3 hour min and must include event time and breakdown time.
- Additional security may be required at an event at the discretion of the CAC Manager.

### **Objectionable Patrons**

- Cultural Arts Center Management reserves the right to remove anyone who is objectionable or unruly from the premises.

## Parking

Free parking is available in the parking garage one block away on 7<sup>th</sup> Street in the parking deck. There is no designated parking for renters. Renters must receive prior approval by the City through the CAC Manager to reserve parking spots for vendors only on Greensboro Avenue.

## Cancellations

In the event of a cancellation at least 60 days prior to the event date, the renter will receive a refund of 75% of their deposit. The remaining 25% will be retained by the Arts Council as an administrative fee. No refund will be awarded in the event of a cancellation less than 60 days prior to the event date. The Arts Council of Tuscaloosa reserves the right to cancel an event, without notice, due to lack of proper documentation, weather, safety, and any other related events.

## Required Event Insurance

The Arts Council requires that all non-member organizations submit a certificate of liability insurance. It is required that the COLI list a minimum of \$2 million annual general aggregate and \$1 million per occurrence. The COLI must be submitted no later than 60 days prior to the event.

## Catering

All food must be prepared by restaurants or licensed catering companies approved to cater at the CAC. Caterer documentation must be on file and approved no later than 60 days prior to the event. For access to the current list of caterers who have up to date information on file, please contact the Venue Manager.

### General Rules:

- No food can be brought in that is “home-prepared.”
- No drop off services will be permitted.
- It is the responsibility of the client to secure and arrange full catering services.
- The catering services bill will be separate from the CAC venue rental and will be billed directly with the renter.
- The catering policy does not include candy stations, milestone cakes, and other sweets. Therefore, caterers and sweet providers are not required to provide documentation for those items.

## Alcohol

Casual Class Bar Services holds the state ABC Alcohol Retail License for the CAC and therefore is the sole provider of alcohol at the CAC. All alcohol must be purchased and distributed by Casual Class Bar Services. According to state law, no alcohol may be sold, dispersed or brought on the property unless it is provided by Casual Class Bar Services. There are no exceptions to this policy, and it will be strictly enforced. All persons must be 21+ years old to receive alcoholic beverages.

No alcoholic beverages of any kind are allowed outside the venue unless downtown entertainment district guidelines are being followed. The downtown entertainment district is in effect Friday's and Saturday's 11:00 a. to 11:00 p. and Sunday's 12:00 noon to 9:30 p. Additional fees may apply.

**Clients must secure the contract with Casual Class Bar Services  
no later than 60 days prior to the event.  
The contract is between Casual Class Bar Services and renter.  
The renter will be billed outside of your venue rental.**

## Frequently Asked Questions: Alcohol at the CAC

Q: If we are having an open bar, does alcohol still have to be provided by Casual Class Bar Services?

A: Yes. Whether the bar is cash or open/host, alcohol must be purchased and distributed by Casual Class Bar Services.

Q: Can the bride and groom bring alcohol for the wedding party while they are getting ready?

A: No. Absolutely no alcohol can be brought on the property unless purchased and distributed by Casual Class Bar Services.

Q: Can we provide our own champagne for a toast or for centerpieces/décor accents?

A: No. All alcohol of any kind – whether beer, wine, liquor, or champagne, etc. – must be purchased and provided by Casual Class Bar Services.

Q: Can we hire our own bartenders?

A: No. Bartenders must be provided by Casual Class Bar Services. These individuals are the only staff approved to serve alcohol at the CAC, whether the bar is cash or open.

Q: Can my friend bring a flask or their own bottles of alcohol to the wedding or event?

A: No.

Q: Can I give away small bottles of alcohol as favors to my wedding guests or event attendees?

A: No.

Q: Can my organization auction alcohol for our fundraiser even if it will not be Opened at the event?

A: No.



# CAC Providers

## Alcohol

Casual Class Bar Services is the sole provider of alcohol at the CAC. No alcohol may be sold, dispersed or brought on the property unless it is provided by Casual Class Bar Services .

### Casual Class Bar Service

Contact: Lauren Shoemaker

E-mail: [casualclasscatering@gmail.com](mailto:casualclasscatering@gmail.com)

Office Phone: (205) 248-8386

## Event Rentals

If you wish to rent items and have them delivered to the CAC, Pre-Event Resource is the **CAC's exclusive rental provider**. It is the responsibility of the client to arrange delivery/set-up and pick up outside of rental period with respective parties no later than 30 days prior to the event.

*Clients are free to provide other items from their own inventory, other vendors, etc. However, delivery, set up, breakdown, and pick up must take place during the rental period.*

### Pre-Event Resources

Office Phone: (205) 469-0105

[www.tailgateguys.com](http://www.tailgateguys.com)

[www.pre-events.com](http://www.pre-events.com)

## Security

2 security personnel are **required for all events having bar services and well as any event deemed necessary** by the Venue Manager or Arts Council staff. Billing for security is not included in rental rate.

Rate for 2 security personnel is \$30/hour with a 3-hour minimum required.

Additional officers may be acquired by contacting the Venue Manager no later than 60 days prior. Payment submitted to Venue Manager must be payable to "Integrity Event Security."